

Waikiki Community Preschool
Governing Board Meeting Minutes July 20, 2026

PRESENT: Nancy Wallace (Chair), Barbara DeBaryshe, Paddy Kauhane (Treasurer)

EXCUSED: Nicole Altman, Kristen Hara

Administrative: Caroline Hayashi, Waikiki Community Center;

WCP Preschool: Jaime Hassey, WCP School Director

I. Call to Order

The meeting was called to order at 3:12 p.m.

II. Approval of Minutes

Approval of the minutes from the prior meeting was postponed because a quorum was not present.

III. Board Chair Update

Chair Wallace advised that the board needs to set the meeting schedule for the coming year. Meetings will continue to be held bi-monthly on or about the third Monday of the month at 3:00 p.m. The next meeting is proposed for September 21. A schedule will be circulated to the board.

Chair Wallace reported that Director Hassey requested guidance from the Hawai'i State Ethics Commission regarding the hiring of her daughter, Meghan Hassey, as a pre-kindergarten teacher. The Commission confirmed that the Nepotism Law does not prohibit the hire, as Director Hassey was not involved in the hiring process and will not take any employment action affecting her daughter's supervision, evaluation, promotion, demotion, or termination. Treasurer Kauhane shared how the Boys & Girls Club of Hawaii handles supervision of related employees.

Chair Wallace reminded the board of Waikiki Community Center's annual Waikiki Lights gala.

IV. School Report

Director Jaime Hassey reported that the school's events calendar has been finalized.

The school has a maximum capacity of 98 children; 93 spots are confirmed and enrolled, 5 spots have been offered and are awaiting family responses, and the waitlist currently stands at 15.

The school currently has open teacher positions. There is an interim coverage plan in place and we are actively working to fill the positions.

The spring family survey saw a significant increase in participation and was largely positive; feedback regarding learning trips was incorporated into planning for the coming year.

V. Service Provider Report

The fourth quarter and year-end financial report was reviewed. The school ended the year with net income that was slightly better than budget. The favorable variance was due in part to Waikiki Community Center's subsidy and lower-than-budgeted salary costs. For the coming year, the proposed WCC subsidy to WCP is expected to double.

It was noted that a timing of disbursement of funds in July required WCC to advance cash to WCP to cover payroll; the longer-term goal remains for the school to build a stronger cash reserve.

Treasurer Kauhane reported that payroll taxes will now be reflected on the income statement as an offsetting revenue line, as shown in the proposed new budget.

The school lunch program (NSLP) application remains in process due to administrative delays.

The school's auditor will begin the annual audit on September 14.

VI. Items for Approval

The proposed budget and the WCC subsidy amount to WCP could not be voted on due to lack of quorum. These items will be brought back for approval by email.

Executive Session

Chair Wallace moved that the board close the regular session and enter executive session to discuss personnel matters. The regular session closed and the board moved into executive session at 3:58 p.m.

No further actions were reported.